



Florida State University

College of Business Travel Request Form

Please email completed and signed forms to travel@business.fsu.edu

Traveler Name: _____ Destination: _____
Employee ID: _____ Event Name: _____

Staff: _____ Faculty: _____ Guest: _____ PhD: _____ Guest email: _____

Date _____ Time _____ Date _____ Time _____

Departure: _____ AM/PM Return: _____ AM/PM

Please explain the purpose of your travel. If travel is for a conference/ convention/ workshop, please include exact title (not just the acronym) and attach the program and agenda with this form:

Please explain how travel will benefit the mission of the University:

PERSONAL FUNDS		MEAL REIMBURSEMENT				
Please indicate estimated expenses		Please indicate anticipated meals				
Expense Type	Amount(s)/Notes <i>Please list charges separately</i>	Meal Dates	Requested Meals B L D ALL			Per Diem
Airfare <i>(In Concur)</i>						<input type="checkbox"/>
Hotel/ Lodging <i>Single Occupancy rate</i>	Hotel name _____					<input type="checkbox"/>
	Price per night _____					<input type="checkbox"/>
	Number of nights claimed _____					<input type="checkbox"/>
	Total Lodging Cost _____					<input type="checkbox"/>
Conference Registration						
AVIS/Budget Rental Car (Compact Only) <i>FSU Contract #B133414 (AVIS) T417676 (Budget)</i>						
Gasoline <i>reimbursed with rental car only</i>						<input type="checkbox"/>
Map Mileage	_____ number of miles city to city x \$0 .445 per mile= _____	Meal Total <i>Calculates from right</i>	Breakfast	Lunch <i>Calculate by hand</i>	Dinner	Actual Meal & Per Diem <i>Calculations will be done for you</i>
Taxi Fares		Per Diem is used when not requesting lodging reimbursement (ex: staying with friends or family)				
Parking		Meal Allowances: Breakfast (\$6.00): travel before 6AM & beyond 8AM Lunch (\$11.00): travel before Noon & beyond 2PM Dinner (\$19.00): travel before 6PM & beyond 8PM				
Other: Amount Type		*** If any meals will be provided during your trip, that you know of in advance, please indicate dates below				
TOTAL:	\$	Breakfast: _____ Lunch: _____ Dinner: _____				



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Please provide any other additional information/justifications regarding your travel below or attach with submission (*optional*)
OR

Provide additional benefit to the Office of Distance Learning including course number (**required for ODL funding*):

By signing below, I certify that the information provided on this form is true and accurate to the best of my knowledge and attest that the aforementioned travel is for official business of Florida State University. I also agree that I will adhere to all Florida Statutes, as well as FSU and College of Business policies and procedures and acknowledge that if I do not I may be responsible for any incurred expenses and/or the repayment of any funds that I may receive.

Please be aware that travel is not approved automatically. After this form is submitted to travel@business.fsu.edu, a copy will be sent for signature approvals from the traveler's supervisor and the Dean's office. Once all signatures have been collected, a fully signed copy will be emailed to the traveler. Once that is received, travel is approved. **Do not book anything for travel until fully approved.**

Signature: _____

Date: _____

Please submit at least two weeks prior to travel.

Approvals (Admin Only):

Department Chair/ Supervisor: _____

Date: _____

Dept. ID/ Fund: _____

Foundation/ Project: _____

E&G

CF

ODL*

Foundation

Project

**If ODL funding selected, please verify justification provided at top of page two is relevant to online courses.*

*Additional Approvals (ODL Travel only):

Academic Dept. Dean or Designee: _____

Date: _____

Academic Dept. Budget Manager: _____

Date: _____

ODL Dept. ID/ Fund: _____

*Office of Distance Learning Approvals:

ODL Director or Designee: _____

Date: _____

ODL Budget Manager: _____

Date: _____

Please remember that the following will be needed upon your return for reimbursement:

Program & Agenda

Airfare Receipt- (Air travel must be booked in Concur or over the phone with World Travel Services, Inc.) Must have Itinerary, Ticket #, and Proof of Payment (i.e. last 4 of credit card used to pay)

Receipts- Proof of payment needed on receipts

Itemized Hotel Receipt- Must have zero balance with proof of payment. Lodging for State sponsored events may not exceed \$225/night, of which up to \$175/night may be the base room rate. Traveler should maintain documentation sufficient to support the business purpose of any and all travel for official university business, and generally be prepared to justify single room rates that exceed \$175 per night.

All Receipts for AVIS/Budget Rental Car, Taxis/Uber, Parking, Tolls, Fuel, etc.

***The University will not reimburse for any tickets paid by reward points (i.e. Sky miles, motel reward points, etc.) **Helpful Links:**

<http://controller.vpfa.fsu.edu/travel>

<http://controller.vpfa.fsu.edu/sites/default/files/media/doc/Travel/Travel%20Reference%20Guide.pdf>

<https://controller.vpfa.fsu.edu/concur>